

Instructions for completing the CPE Report form for 2005 registration

1. Enter registrant's name on each page used for the CPE report sheet.
2. Enter certificate number on each page used for the CPE report.
3. If you have performed attest services during the calendar year 2004 in accordance with the Public Accountancy Law of 1975 as amended, §17-12-103 (a) (2) or compilations in accordance with ASBPA rule 8.2 (2), answer the question yes, otherwise answer the question no.
4. For each course taken, enter either the code of "E" for Exempt (in accordance with rule 13.4(f)) or the NASBA registry number for the CPE course.
5. Enter the course sponsor using commonly accepted abbreviations.
6. For each course, list either the title given the course by the sponsor using commonly accepted abbreviations. Or, briefly describe the course.
7. Enter the date from the certificate provided by the sponsor or verifiable final completion date on course documentation.
8. For each course listed, enter the number of hours for the correct type of study: Group, Self Study, or another type of study that was neither self self-study nor group study in accordance with Rule 13.3 (see Legend of Type on bottom of form). Total the number of hours in the column captioned "Total of Type".
9. Continuing for each course, record in the appropriate column whether the content of the course was in accounting/attest, computer, ethics, management advisory services, taxation, or other in accordance with the designation given by the sponsor of the course on the certificate received at the conclusion of the continuing professional education. (See Legend of Content on bottom of form). Total the number of hours in the column captioned in "Total of Content".
10. At the bottom on the row captioned 'Total', total all of the columns with numerical values in them (other than the NASBA course numbers).
11. On the row captioned 'Percent', take a percentage of the total columns for each column that is not a totaling column. Note: the required percentages of Rule 13 are based on the required minimum of 40 hours of CPE; therefore, make sure you satisfy these minimums.
12. Compare this percent to the requirements detailed in ASBPA Rule 13.2 and 13.3.
13. **Enter the 2004 CPE hours from line 13 in the License Fees section on page 1 of the annual registration form.** If the total CPE hours taken in the 2004 calendar year is less than 40 hours, complete lines 14 and 15 on the CPE reporting form.
14. Enter the number of CPE hours obtained in 2003 for 2004 license and 2002 for 2003 license under previous years-14a. and b.
15. Total the continuing professional education taken in the calendar years 2004, 2003, and 2002 and place the total on the Grand Total line.(This total should equal 120 hours or more)